



**JOB POSTING
TOWN OF FOXBOROUGH
ADMINISTRATIVE ASSISTANT
ASSESSORS/VETERANS**

The Town of Foxborough is seeking a qualified candidate to provide skilled customer service and administrative work in two Town offices. The position will support the Assessor's Office and the Veteran's Office; responding to inquiries, maintaining records, and processing documents in a dynamic Town Hall environment. This is a full-time, benefit-eligible position, thirty five hours per week.

Assessor's Office Duties include but are not limited to: Provides office support to the Board of Assessors and Chief Assessor; administration of statutory exemption, excise tax program including billing and abating; and preparing abutters list. Also responsible for completing reports, requisitions and other documents; maintain files and general records, examines documents for correctness; compile any number of different types of statistics; post and maintain general records. The position entails extensive interaction with the public both in person and over the telephone. *(19 hours per week).*

Veteran's Office Duties include but are not limited to: Provides office support for Veteran's Department, prepares correspondence; processes mail; maintains supplies, responds to inquiries and visitors. Assists with bookkeeping and record keeping, including processing of payroll and expenses. Processes MGL Chapter 115 Benefits, submission of receipts and invoices, monitoring reimbursement from Massachusetts Department of Veteran's Services. Corresponds with Veteran's and their families to process and prepare benefit vouchers and documentation. Coordinates and processes state reimbursement submission and reconciliation. Maintains and updates veteran grave records and purchases flags. Assists with monitoring of budget reports, expense vouchers, and reimbursements. Prepares meeting agenda, posts meeting minutes for Veteran's Services Advisory Committee. Assists with preparation for Veteran Ceremonial and Patriotic events. *(16 hours per week).*

Qualifications and experience: High School Diploma; advanced degree preferred; three to five years of office or business experience; municipal experience preferred; strong experience in customer service; or any equivalent combination of education and experience. Detail oriented and strong time management skills required.

Salary range \$24.23- 30.29 per hour; 35 hours per week. Full- time, benefit eligible, union position .

Apply to: <https://muselfservice.foxborough.k12.ma.us/MSS/employmentopportunities/> by June 3, 2016.

Equal Opportunity Employer

The Town of Foxborough accommodates the needs of all physically challenged or disabled people by all reasonable means in accordance with the Americans with Disabilities Act.

POSTED: MAY 17, 2016